

Job Posting

The following position is available with the **City of Lafayette**. If you are interested in being considered for this position, applications are ONLY available on-line - <http://www.lafayette.in.gov/employment/>

This position will be open until filled

Available with the Parks Department:

POSITION:

Parks Admin Assistant

LOCATION:

Parks Administrative Office

HOURS:

Seasonal – up to 40 hours/week; Days, evenings, weekends and some holidays may be required

SALARY:

\$10.00 - 11.00/hr

DESCRIPTION:

Candidate serves as Administrative Assistant for Lafayette Parks and Recreation, responsible for assisting with clerical and operational tasks for Lafayette Parks and Recreation. Answers telephones and provides customers with accurate information in a friendly and concise manner. Assists customers by completing rental transactions utilizing established protocols and records and maintains accurate rental information and documentation on various calendars that may be written or online. Promotes all Park facilities through customer engagement in an enthusiastic and professional manner. May assist with implementation of special events. Contributes to the promotional activities related to marketing Park Department events and programs. Compose and prepare documents for various events and presentations. Regularly assists Department office personnel as needed. All other duties as assigned.

REQUIREMENTS:

Must be at least 18 years of age. Experience in customer service, management and clerical services, or related area preferred. Equivalent combination of education, training and experience may substitute for formal education. Demonstrated data entry, and computer experience is preferred. Ability to obtain Certification in CPR and First Aid. Must be able to supervise and direct assigned personnel. Must have ability to make practical application of principles and practices of recreational program management. Must have an enthusiastic and engaging personality, be highly organized, and have excellent verbal and written communication skills. Must possess ability to thrive in a team-setting amidst frequent distractions and interruptions. Ability to effectively communicate orally and in writing with co-workers, other City departments, vendors, customers, members, funding and regulatory agencies, and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities. Must be able to meet attendance requirements and have the ability to occasionally work extended, hours and occasionally travel for seminars or programs. Must possess valid driver's license and demonstrated safe driving record.

The City of Lafayette is an Equal Opportunity Employer